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1 July 1974

OFFICE OF SECURITY DIRECTIVE NO. 74-13

FOR : Deputy Directors, Division Chiefs, and
Security Duty Officers

SUBJECT : Handling of Emergencies

RESCISSION: Office of Security Directive No. 72-6
dated 24 March 1972

1. These policies and procedures are to be followed in the handling of Office of Security emergency situations during off-duty hours. It is the responsibility of the Office of Security to meet these emergencies and to take appropriate and immediate action to:

a. Protect the security interests of the Agency;

b. Assist Agency personnel involved in emergencies; and

c. Advise other interested persons and components of the details of the emergency situation.

2. During off-duty hours, the Security Duty Office (SDO) is the focal point and nerve center for the Office of Security. Accordingly, the guidelines portrayed herein focus heavily on the notification and coordination procedures followed by Security Duty Officers in an emergency situation. Emergency situations may require prompt action by any one of several Agency offices, including the Office of Personnel, the Office of Medical Services, the Office of Logistics, the DCI Security Staff, the Assistant to the DCI, etc. In order to delineate responsibilities and recommend courses of action for the Security Duty Office, a guide to the handling of emergencies is attached (Attachment #1). Attachment #2 is a guidance paper from the General Counsel; Attachment #3 is a limited roster of emergency personnel.

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3. Headquarters Regulation [REDACTED] dated 16 Mar 70, subject: Employee Emergencies and Unforeseen Absences, sets forth the responsibilities and procedures to be followed in the handling of certain employee emergencies. The regulation provides that when an emergency occurs during non-working hours, the Security Duty Office will be contacted and will take necessary actions to inform appropriate offices and personnel. In addition to the actions prescribed in [REDACTED], certain general approaches should be followed as enumerated immediately below.

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4. Notification of the Director of Security

The Director of Security must be advised immediately of any serious security or safety emergency or any emergency involving a senior Agency official. He should also be advised as soon as possible of any situation of an unusual nature which could result in inquiries to him personally. In highly threatening situations such as bomb threats, confirmed fires in Agency buildings, or the discovery of evidence of Agency penetration, the Director of Security will be afforded first notification.

5. Notification of Office of Security Senior Duty Officer

The Office of Security will have functioning during all off-duty periods, a Senior Duty Officer who will be available to the Security Duty Officer as a point of senior guidance and counseling on the handling of emergencies. The Senior Duty Officer will be in a standby posture at his home or reachable by radio communications during off-duty periods to advise the Security Duty Office. The Senior Duty Officer will answer questions as posed by the Security Duty Officers on the handling of emergency matters and on the proper approaches in the referral of these matters. The Senior Duty Officer will also serve as a screening device for calls that the Security Duty Office is ambivalent about referring to the Director of Security.

6. The Security Duty Office will use the following guidelines regarding the referral of the more routine emergency situations:

a. The Security Support Division Duty Officer, representing the DD/PSI, should be advised of emergencies involving Agency personnel or emergencies related to Agency operational activity. When appropriate, the Security Support Division Duty Officer will contact the DD/PSI or his Chief of Operations regarding the matter. The Security Support Division Duty Officer will also prescribe contact instructions to the Security Duty Office regarding the Duty Officers from the Office of Personnel and the Office of Medical Services.

b. The Chief, Physical Security Division, representing the DD/PTOS, should be advised of emergencies involving the security or safety of Agency buildings or facilities on a world-wide basis. When appropriate, the Chief, Physical Security Division, will contact the DD/PTOS or his Chief of Operations regarding the matter.

c. The Assistant to the Director should be advised promptly of any matters which may result either in inquiries from the press or in any unusual or unfavorable publicity.

d. Matters involving legal or Congressional interests should be coordinated with the General Counsel or the Legislative Counsel, respectively.


e. Information relative to a sickness or injury affecting an Agency employee will, when received by the Security Duty Office, be brought to the immediate attention of the Office of Medical Services.

7. The Deputy Director of Security (PTOS) will insure, via appropriate liaison, that all Agency components who have duty officers that relate to the Security Duty Office during off-hours have provided that office with current rosters of such assignments. These rosters should

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reflect the assigned officers' names, periods of duty, and home telephone numbers. In addition, the DD/PTOS will insure, via appropriate liaison, that the current functions of such duty officers are well understood by the Security Duty Officers.

8. The actions and recommendations described in this Directive in no way abrogate the mission or functions of any components of the Office of Security.


Charles W. Kane
Director of Security

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